# CAL GRANT PAYMENT PROCESS



Presented by: California Student Aid Commission, Institutional Support



#### IN TODAY'S WEBINAR...

- Phones will be muted to eliminate background noise
- All questions can be typed in the Q&A panel to the right, staff is available to answer your questions
- As you exit today's webinar, you'll be prompted to complete a brief survey, your response is greatly appreciated

### **AGENDA**

- Payment Reporting
- Adjustment Codes
- Payment Scenarios



### PAYMENT REPORTING



#### CAL GRANT TERM ADVANCE

- CSAC may send a Term Advance to institutions at the start of each term
- Advance is a percentage of the previous year's reconciled term amount

#### CAL GRANT ADVANCE

Example of a 50% Term Advance:

- Fall 2013, City College reconciled \$150,000
- Fall 2014, CSAC sends a Fall Term Advance of \$75,000

# CAL GRANT SUPPLEMENTAL PAYMENTS

 Once the Term Advance is disbursed and additional payments are reported, supplemental funds are sent

#### Example:

- City College Fall 2014 advance \$75,000
- City College posted payments of \$100,000 total
- Supplemental funds of \$25,000
- Supplemental funds are processed weekly

#### TWO WAYS TO REPORT PAYMENTS

- Post payments directly to the Cal Grant Roster in WebGrants
  - a) Convenient for those last minute payments or adjustments
  - b) Most transactions process in real-time. No waiting!
  - c) Commonly used by schools with less than 100 students
- 2. Upload your Cal Grant Roster to WebGrants
  - a) Makes it easy to report payments for hundreds or even thousands of students
  - b) Use your Financial Aid Management System (FAMS), to import and export Cal Grant Roster data to the WebGrants system
  - File specifications are available in the "Help" menu of WebGrants

#### CAL GRANT DISPLAY ROSTER

\*Student Information \*Award Details \*Payment Information \*Status Messages \*Allows manual posting of payments, adjustments, or status updates.

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#### WEEKLY PROCESS

- On a weekly basis, the Commission will process all accepted payments reported during the week.
- Once the payment/adjustment is reported and accepted, the Payment Status code will reflect either an AP (Accepted Payment) or AA (Accepted Adjustment)
- Over the weekend, all AP's and AA's will change to RP (Reconciled Payment) or RA (Reconciled Adjustment)
  - These payments will be reflected on your institutions
     Monthly Payment Activity report (if additional funds are
     needed, the Commission will send a Supplemental Payment)

## ACCEPT/REJECT REPORT

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#### MONTHLY PAYMENT ACTIVITY

DATE	ACTIVITY	FUNDS DISBURSED TO INSTITUTION	PAYMENT TRANSACTIONS	BALANCE
08-23-11	FALL ADVANCE	141,653.00		141,653.00
08-26-11	FALL RECONCILED PAYMENT TRANSACTION	DNS	0.00	141,653.00
09-02-11	FALL RECONCILED PAYMENT TRANSACTION	DNS	0.00	141,653.00
10-07-11	FALL RECONCILED PAYMENT TRANSACTION	DNS	0.00	141,653.00
10-28-11	FALL RECONCILED PAYMENT TRANSACTION	DNS	260,346.00	-118,693.00
10-28-11	RECONCILED PAYMENT TO INSTITUTION	118,693.00		0.00
11-04-11	FALL RECONCILED PAYMENT TRANSACTION	DNS	704.00	-704.00
11-04-11	RECONCILED PAYMENT TO INSTITUTION	704.00		0.00
11-18-11	FALL RECONCILED PAYMENT TRANSACTION	DNS	1,374.00	-1,374.00
11-18-11	RECONCILED PAYMENT TO INSTITUTION	1,374.00		0.00
11-23-11	FALL RECONCILED PAYMENT TRANSACTION	DNS	970.00	-970.00
11-23-11	RECONCILED PAYMENT TO INSTITUTION	970.00		0.00
12-02-11	FALL RECONCILED PAYMENT TRANSACTION	DNS	-1,264.00	1,264.00
12-09-11	FALL RECONCILED PAYMENT TRANSACTION	DNS	5,332.00	-4,068.00
12-09-11	RECONCILED PAYMENT TO INSTITUTION	4,068.00		0.00

### PAYMENT CODES



#### PAYMENT STATUS CODES

#### **Definition**

#### When to use it...

**PD-** PaiD Payment

School verifies student is eligible for the term payment printed on the roster

**SC-** School Change

School is adding a student to their Roster and not reporting payment information

NA- Not in Attendance

Student is NOT in attendance; this code "hides" the student's record on the Roster and generates a letter to the student

**IT-** Ineligible for Transfer Entitlement

Student does NOT meet criteria for the Transfer Entitlement Cal Grant award. Reporting this code with withdraw award.

#### PAYMENT ADJUSTMENT CODES

#### Definition

**FT, TT, HT-** Attending Full Time, ¾ Time, or Half Time and eligible for full prorated amount

**LA-** Student taking Leave of Absence

**OF, OT, OH-** Student receiving outside funding and attending Full, 34, and Half Time

**FI-** Student's financial aid file is incomplete

#### When to use it...

When student is attending ¾ or Half Time and is eligible for the maximum payment for their enrollment status

When a students enrollment status is active, but not enrolled/registered for that term.

When a student is NOT eligible for a maximum Cal Grant payment due to outside scholarships, grants, etc. and is attending Full, 3/4, and Half Time

When student cannot receive Cal Grant disbursement until they have completed all necessary requirements (provide tax doc's, complete form, etc.)

#### ADJUSTMENT REASON CODES

# Student Receiving Payment and Using Eligibility

- FT- Full Time
- TT- ¾ Time
- HT- Half Time
- SR- Grad Senior
- OF- Outside Fund (FT)
- OH- Outside Fund (HT)
- OT- Outside Fund (TT)

# No Payment Received and No Eligibility Used

- LA Leave of Absence
- LH- Less than ½ Time
- FI- File Incomplete
- IG- Ineligible for Grant
- LD- In Loan Default
- TV- Inelig. TCP/5<sup>th</sup> Yr.
- NP- Not Maintaining SAP
- NS- Reverse Payment

#### LEAVE OF ABSENCE

- LA code for Leave of Absence is used
  - When a student is not in school but is expected to return, or
  - If the student decides to not receive payment for a term
- Who should report?
  - Student can report, or
  - School can report if the school knows what the situation is
- Comment: The code is used only for an otherwise eligible student

#### WHEN TO REPORT LEAVE OF ABSENCE

#### Yes...

- Student is on an approved leave from school
- When new Cal Grant recipient starts attending for WN or SP, and has no transaction for FL
- Student does not want to receive payment

#### No...

- If student does not meet SAP
- If student has not complied with verification requests
- Student has no unmet need
- Student is not enrolled at your school

#### LESS THAN HALFTIME

- LH code for Less than Halftime is used for
  - If a student is in attendance, but not attending with at least 6 units
- Who should report?
  - School
- Comment: Lifetime use is 2 years

# NEW LA, LH POLICY

Search = SSN ▼	Acad Year = 2014-2015 ▼	Txn Type = Pending ▼ GO!					
No Pa	yments Found for SSN and Ac	ademic Year					
MARC BADE							
SSN: 687-09-718	Cycle ID: E1	TANF Eligible:					
CSAC ID: 1171720	Program Code:	Remaining Eligibility:					
Grand: E14	TCD/Syl:	Award Status:					
Remaining LOA Balance: 200  Remaining LH Balance: 100							

#### FILE INCOMPLETE

- FI code for File Incomplete is used for
  - If a student is in attendance at your school but missing documentations per payment
- Who should report?
  - School
- Comment:
  - When reporting FI, cannot change to a pay code only adjustment code
  - Students with FI will be withdrawn at the end of year

#### INELIGIBLE FOR GRANT

- IG code for Ineligible for Grant is used for
  - When a student is in an ineligible program
  - Ex: A Cal Grant C recipient who is not enrolled in a vocational, occupational, or technical courses but instead in general education
- Who should report?
  - School
- Comment: this code should only be used for its purpose of ineligible programs. Usage of code will withdraw a students award.

#### CODES TO BE MINDFUL OF...

- The following codes will withdraw the student's Cal Grant Award;
  - **LD** Recipient owes in Grant Refund/in Loan Default
  - IG Ineligible instructional program for Cal Grant A, B, C
  - IT Student ineligible for Transfer Entitlement Cal Grant award
  - **TV** Student Ineligible for Cal Grant 5<sup>th</sup> Year/Cal Grant TCP program
  - <u>NP</u> (3 consecutive terms) Recipient Not making Satisfactory Academic Progress
  - **SR** Graduating Senior (use for last payment before graduating)

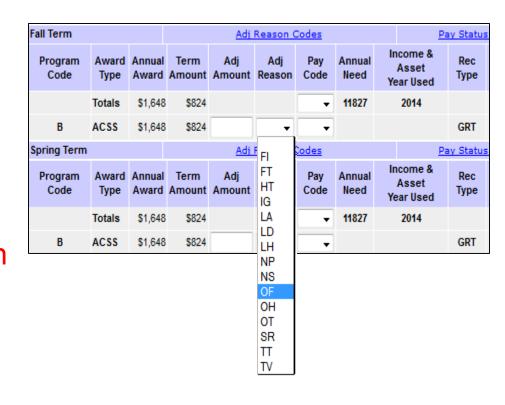
# COMMON PAYMENT SCENARIOS



A student has other awards or scholarships that don't allow Cal Grant payment for the term?

Answer: Use the "O" codes: OF, OT and OH

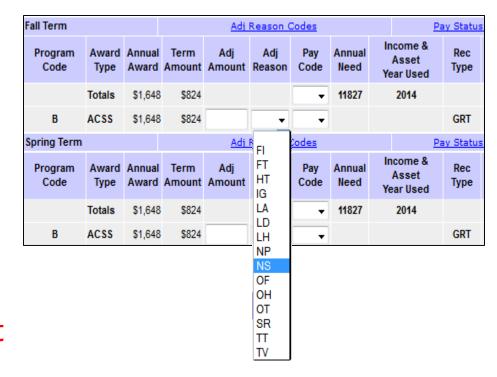
Comment: The "O" codes can be used to adjust the students payment amount if not eligible for FULL payment due to outside funding.



The student had a payment reported for a term but I need to back that payment out?

Answer: You use the "NS" code with a \$0 adjustment amount

Comment: The student did not attend for the reported term or payment was made in error.



I just reported the student's last Cal Grant payment (student is now withdrawn), but I need to make an adjustment to the payment?

Answer: Call the School Support unit to get the award reinstated

Comment: Once reinstated, you can immediately go to the roster and make the necessary adjustment.



I want to remove a non-enrolled student from the roster?

Answer: Use the "NA" Payment Status code

Comments: This "banishes" the student record to the ineligible section of the roster, but he/she will still be on roster for the rest of the AY or until school change is reported.

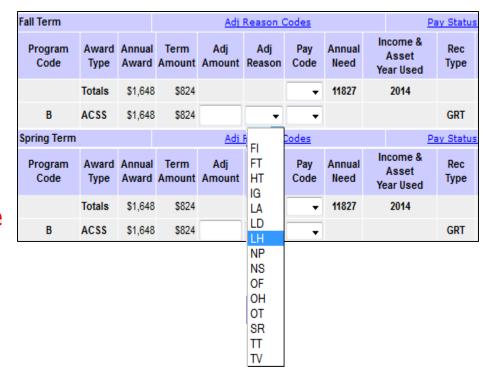
To bring them back, use "YA"



A student is enrolled at our school, but is attending less than half time?

Answer: Report "LH" and \$0 payment

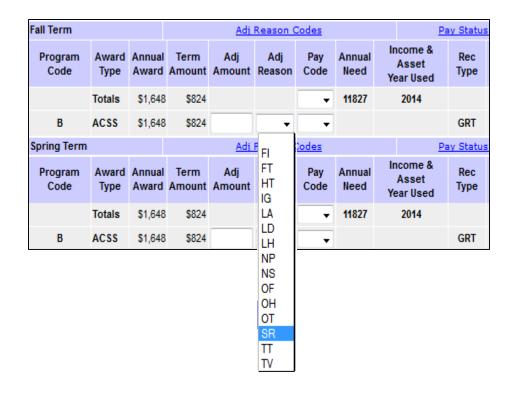
Comment: The student will receive a notification to inform him/her that they are not eligible for a disbursement and if they wish to receive their disbursement, they must increase enrollment.



A student graduated before the first disbursement date?

Answer: Report "SR" and \$0 payment

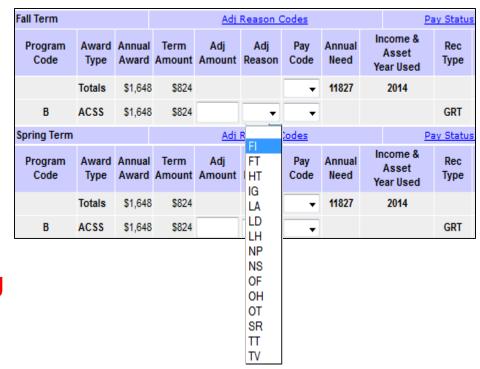
Comment: The student will receive a withdrawal notification for graduating.



A student selected for verification cannot yet receive their Cal Grant disbursement because they haven't provided their tax transcripts?

Answer: Report "FI" and \$0 payment

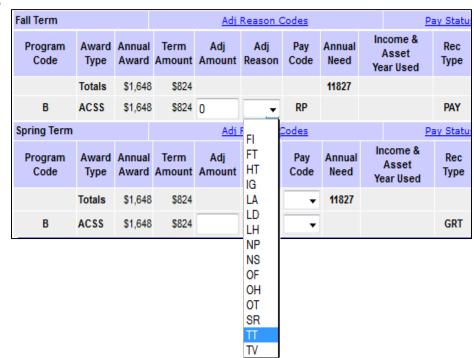
Comment: The student will receive a notification directing them to the financial aid office to complete necessary documents/documentation.



I reported a Full-Time payment for a student, but need to Three-Quarter time instead?

Answer: Replace the FT code with the TT code. The dollar amount should automatically change to the Three-Quarter time amount

Comment: If the amount does not automatically update, you can manually enter the dollar amount in the Adjustment Amount field.



#### THANK YOU!

California Student Aid Commission
Institutional Support Services

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